

Microsoft Word MCQ Question Answer

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Question: 1. What is gutter margin ?

- Option A. Margin that is added to right margin when printing
- Option B. Margin that is added to the binding side of page when printing
- Option C. Margin that is added to the left margin when printing
- Option D. Margin that is added to the outside of the page when printing

Question: 2. Background color on a document is not visible in ?

- Option A. Print Preview
- Option B. Web layout view
- Option C. Print Layout view
- Option D. Reading View

Question: 3. Gutter position can be set in following positions

- Option A. Left & Right
- Option B. Left Only
- Option C. Left & Top
- Option D. Left & Bottom

Question: 4. Landscape is ?

- Option A. Paper Size
- Option B. A font style
- Option C. Page Orientation
- Option D. Page Layout

Question: 5. Which is not a font style ?

- Option A. Bold
- Option B. Superscript
- Option C. Italic
- Option D. Regular

Question: 6. By pressing F12, which of following will happen ?

- Option A. Close dialog box will open
- Option B. Open dialog box will open
- Option C. Save dialog box will open
- Option D. Save As dialog box will open

Question: 7. The minimum number of rows and columns in MS Word document is

- Option A. 1 and 1

Option B. 2 and 1

Option C. 1 and 2

Option D. 2 and 2

Question: 8. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

Option A. 6 and 72

Option B. 8 and 68

Option C. 8 and 72

Option D. 6 and 68

Question: 9. How many columns can you insert in a word document in maximum?

Option A. 40

Option B. 45

Option C. 50

Option D. 55

Question: 10. Which of the following is not available on the Ruler of MS Word screen ?

Option A. Left Indent

Option B. Right Indent

Option C. Tab stop box

Option D. Center Indent

Question: 11. What is the Short cut key for line break?

Option A. CTRL + Enter

Option B. Space + Enter

Option C. Shift + Enter

Option D. Alt + Enter

Question: 12. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

Option A. Carriage Return

Option B. Word Wrap

Option C. Enter

Option D. None of the above

Question: 13. Typeface option will come under which menu ?

Option A. Format

Option B. Tools

Option C. View

Option D. Edit

Question: 14. What is a portion of a document in which you set certain page formatting options ?

- Option A. Page Setup
- Option B. Section
- Option C. Page
- Option D. Document

Question: 15. Which menu in MSWord can be used to change character size and typeface?

- Option A. Data
- Option B. View
- Option C. Format
- Option D. Tools

Question: 16. A character that is raised and smaller above the baseline is known as

- Option A. Capscript
- Option B. Outlined
- Option C. Raised
- Option D. Superscript

Question: 17. In MS-Word, for what does ruler help?

- Option A. to change page margins
- Option B. to set tabs
- Option C. to set indents
- Option D. All of the above

Question: 18. Selecting text means, selecting?

- Option A. an entire sentence
- Option B. a word
- Option C. whole document
- Option D. any of the above

Question: 19. By default, on which page the header or the footer is printed?

- Option A. on alternate page
- Option B. on first page
- Option C. on every page
- Option D. none of the above

Question: 20. The ability to combine name and addresses with a standard document is called

- Option A. document formatting
- Option B. database management
- Option C. mail merge
- Option D. form letters

Question: 21. Ctrl + G is used to

- Option A. Open Paragraph Dialog box activating Goto Tab
- Option B. Open Page Setup Dialog box activating Goto Tab
- Option C. Open Find and Replace Dialog box with activating Goto Tab
- Option D. Open Goto Dialog box

Question: 22. Short cut Ctrl + F is used to

- Option A. Open Find and Replace Dialog box with activating Find Tab
- Option B. Open Page Setup Dialog box with activating Layout Tab
- Option C. Open Font Dialog Box with activating Font tab
- Option D. Open File Save as Dialog box

Question: 23. Short cut Ctrl + H is used to

- Option A. Open Find and Replace Dialog box with activating Replace Tab
- Option B. Open Format Dialog box activating Insert Hyper Link tab
- Option C. Open Insert Dialog box activating Insert Hyper Link Tab
- Option D. Open Insert Hyper Link Dialog box

Question: 24. Short cut Ctrl + P used to

- Option A. Open Paragraph Dialog Box
- Option B. Open Page Format Dialog Box
- Option C. Open Save Dialog Box
- Option D. Open Print Dialog box

Question: 25. Short cut Ctrl + T is used to

- Option A. Hanging Indent
- Option B. Left Indent
- Option C. Open Tabs Dialog box
- Option D. Terminate all opened Dialog box

Question: 26. When sharing data in Office, the _____ document is the document in which the data was first entered

- Option A. source
- Option B. destination
- Option C. original
- Option D. primary

Question: 27. With which view can you see how text and graphics will appear on the printed page?

- Option A. Normal
- Option B. Print Layout
- Option C. Outline
- Option D. Web Layout

Question: 28. Portrait and Landscape are

- Option A. Page Orientation
- Option B. Paper Size
- Option C. Page Layout
- Option D. All of above

Question: 29. To verify that the note text is positioned correctly on the page, switch to _____ view or display the document in print preview.

- Option A. normal
- Option B. print layout
- Option C. page layout
- Option D. page edit

Question: 30. Which of the following is true regarding page Orientation of a Document?

- Option A. Page Orientation can be changed at any time
- Option B. Page Orientation of document determines by printer
- Option C. Page Orientation must be set before start typing
- Option D. Page Orientation of a document cannot be change

Answer Sheet

1	B	
2	A	
3	C	
4	C	
5	B	
6	D	
7	A	
8	C	
9	B	
10	D	
11	C	
12	B	
13	A	
14	B	
15	C	
16	D	
17	D	
18	D	
19	C	
20	C	
21	C	
22	A	
23	A	
24	D	
25	A	
26	A	
27	B	
28	A	
29	B	
30	A	